

Learner Response Systems



Quick Start Guide

The **ActivClassroom** by PROMETHEAN



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This guide is for new and current users of both ActiVote and ActivExpression devices who want to run voting sessions with ActivInspire. It takes you through installation and setup, device registration, voting sessions and voting results.

Vertical titles indicate which information applies to ActivInspire, and which is specific to either ActiVote or ActivExpression devices.

Overview

The Promethean family of Learner Response System (LRS) devices includes interactive response tools for both junior and senior classrooms:



ActiVote

Simple, robust and designed for smaller hands, ActiVote devices allow learners to send a single response to a question by pressing a button.



ActivExpression

Capable of supporting complex answers, ActivExpression devices allow learners to express themselves through words, numbers, symbols, Likert scales and more.

Self-Paced Learning functionality encourages learners to work at their own pace and level.



What 's included?

All devices are supplied with batteries inserted, ready to use. Your ActiVote or ActiExpression kit includes: *

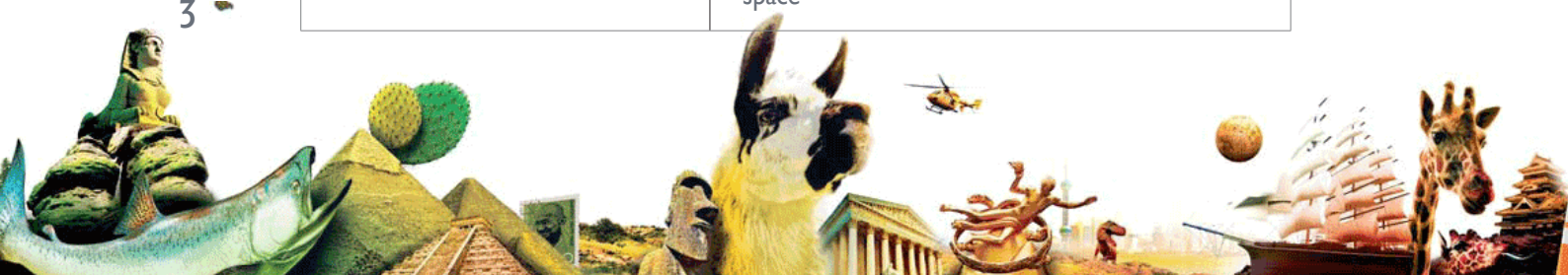
| |
|---|
|  ActiVote devices or  ActivExpression devices |
| Carrying Case (not available with kits of 5 devices) |
| Screwdriver Torx T10, 2.4GHz ActivHub, ActivHub holder, 1.8m USB extension cable |
| ActivInspire 1.3 Professional Edition International DVD |
| Learner Response Systems Quick Start Guide |

* Subject to change without notice

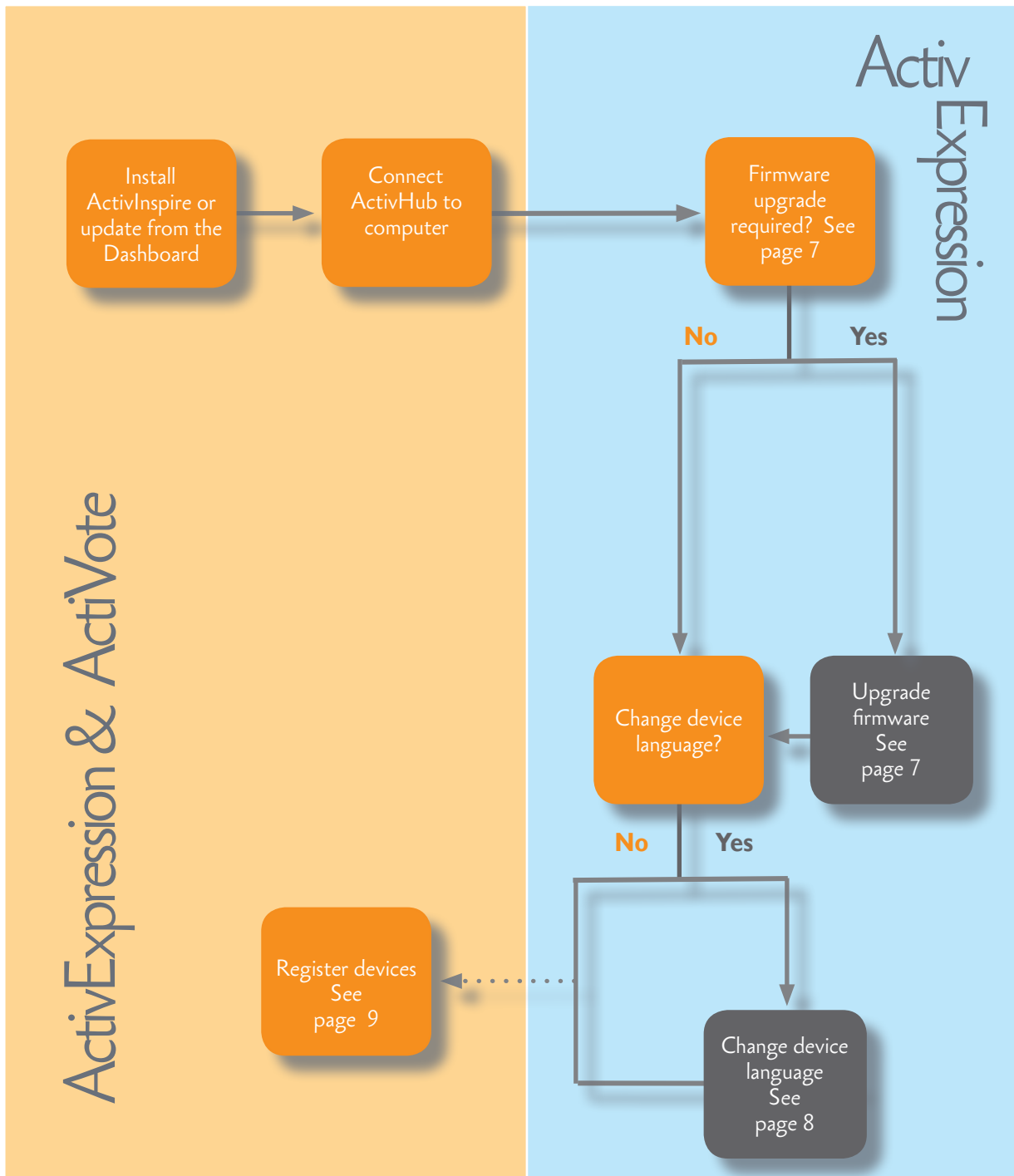
What do you need?

To run voting sessions with ActiVote or ActivExpression devices, you need:

| | |
|--------------------------------|---|
| ActivInspire | ActivInspire 1.3 Professional Edition or later |
| Operating Systems | Windows XP SP2 and above (XP/Vista/7) Mac OSX 10.4.11 – 10.6.1 (Tiger/Leopard/Snow Leopard) Linux Ubuntu 8.04, 8.10, 9.04, 9.10; Mandriva |
| PC Minimum Requirement | Pentium 4 - 1 GHz processor (800MHz for Vista), 512 MB of RAM, 1024x768 resolution, 1.5GB of free disk space |
| Mac Minimum Requirement | Intel Processors (Universal Binary), 512 MB of RAM, 1024x768 resolution, 3.0 GB of free disk space |



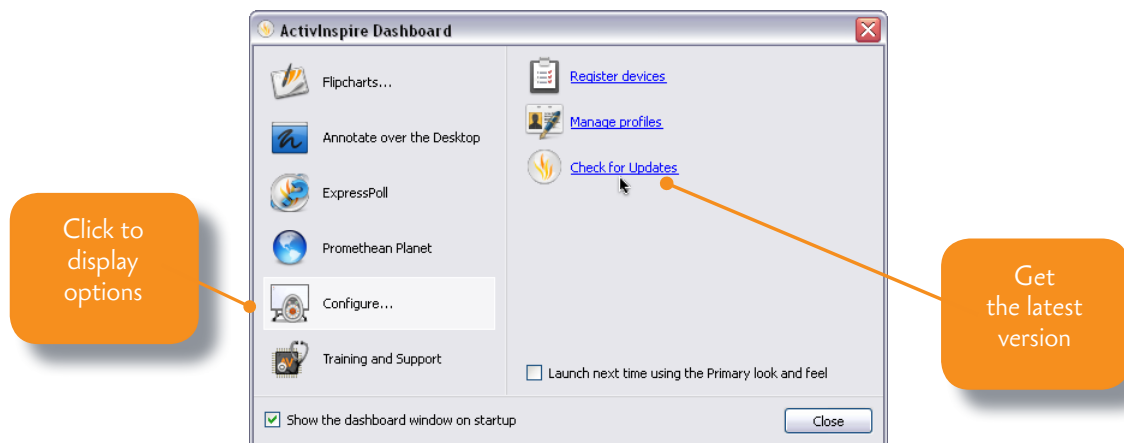
Installation and setup



Update or install ActivInspire

Update

If you are using an earlier version of ActivInspire Professional Edition, you need to launch the software and update it from the ActivInspire Dashboard.



Install

To install ActivInspire Professional Edition for the first time, insert the Installation Disk into your computer's DVD-ROM drive. Then follow the instructions on the product's DVD sleeve.



Your device

ActiVote



ActiveExpression

Change device batteries

Use the Torx screwdriver included in the kit to unscrew the back of the ActiVote or ActiveExpression device. Pull the bottom panel down out of the device.



Connect the ActivHub

The ActivHub enables LRS devices, your computer and other Promethean products to communicate with each other. Promethean devices are registered on the ActivHub. The ActivHub must be plugged in before you can use any devices.

Use the 1.8m USB extension cable if necessary.

If you take the ActivHub to another computer you can use the same set of devices without registering them again.



Firmware upgrade

Firmware is a small, permanent program on Promethean devices that controls basic functionality. To get the most out of your devices, check periodically for firmware upgrades on Promethean Planet. For instructions on how to check which firmware version you are using, and how to upgrade, go to Promethean Planet, select the Download ActivInspire tab, select your language, then scroll down and click on [Learn More](#).

If you have any concerns, or for self-help solutions and further support contact information, please visit the Promethean Knowledgebase at:

www.prometheankb.com



Change the device language

ActivExpression



Registration



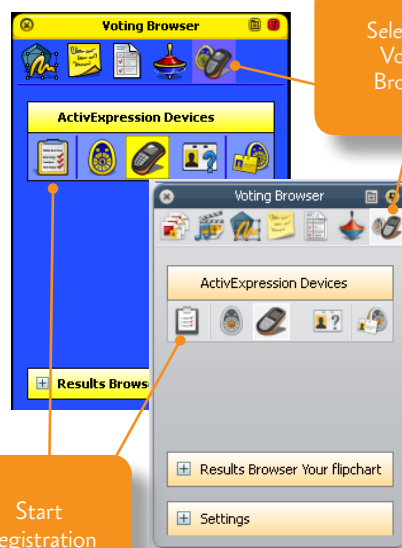
ActivInspire

Device registration is the process of telling the ActivHub which types of LRS device there are in the classroom, how many there are, and their names.

You need to register LRS devices **before** you begin a voting session.

You start registration from the Voting Browser in ActivInspire.

In Device Registration make sure that you select your ActivHub, then select either ActivExpression or ActiVote devices before you click **Register**.

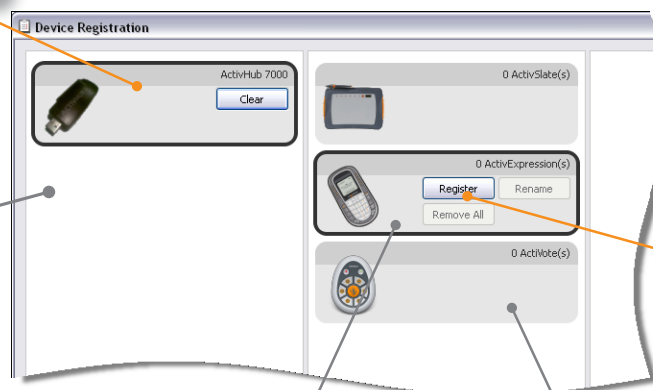


Select the Voting Browser

Start Registration

Select your ActivHub

Other ActivHubs may be displayed here



Click to register

Select ActivExpression devices

Select ActiVote devices



ActivInspire

There are several options for naming devices in ActivInspire.

The quickest way is to let ActivInspire allocate default names during registration.

Alternatively, you can let your students name their ActivExpression devices during registration.

You can rename both ActiVote and ActivExpression devices later.

Whichever option you choose, devices must be powered on and

within

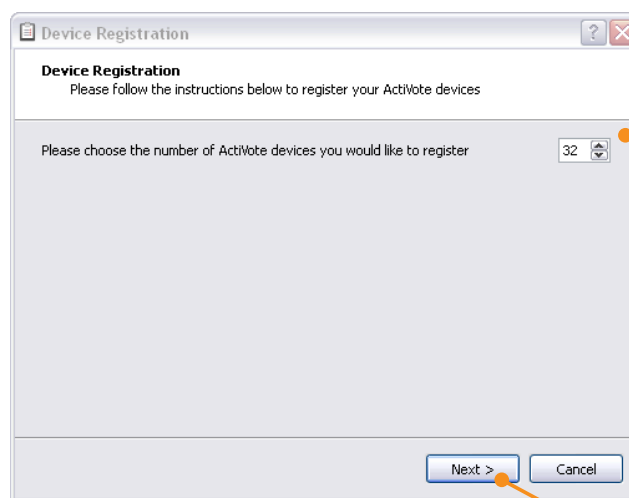
transmission

range of the

ActivHub.

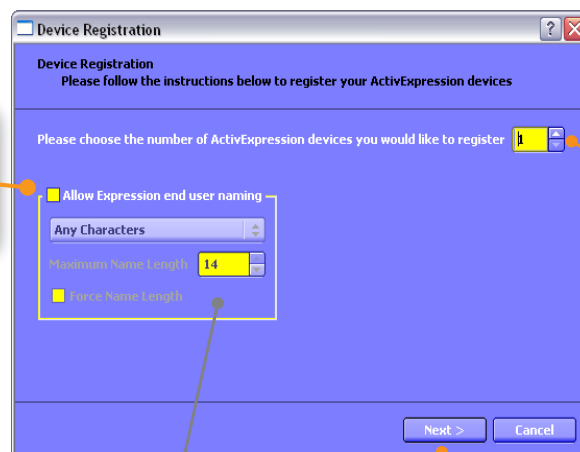
ActiVote

ActivExpression



Choose number of devices

Click to proceed



Check to let students name devices

Choose number of devices

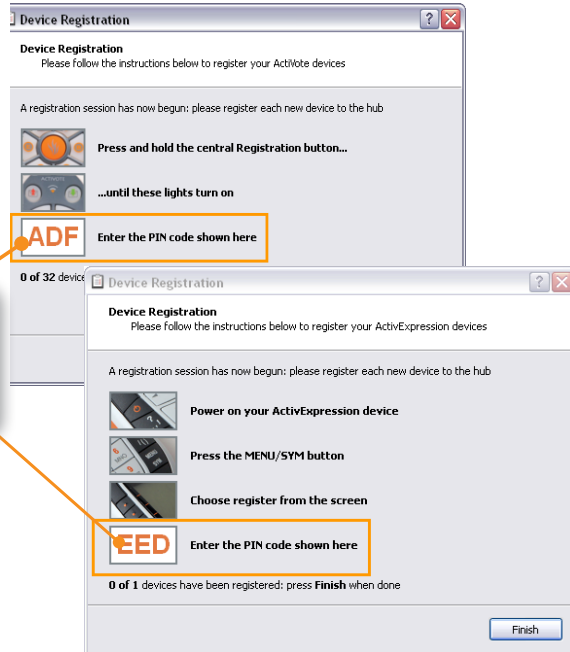
Specify naming options if required

Click to proceed



ActivInspire

ActivInspire displays a 3-letter PIN code. All students must enter the correct PIN.



PIN to be entered by students

If you chose to let students name their ActivExpression device, they must enter the name now, using the hotkeys and keypad.

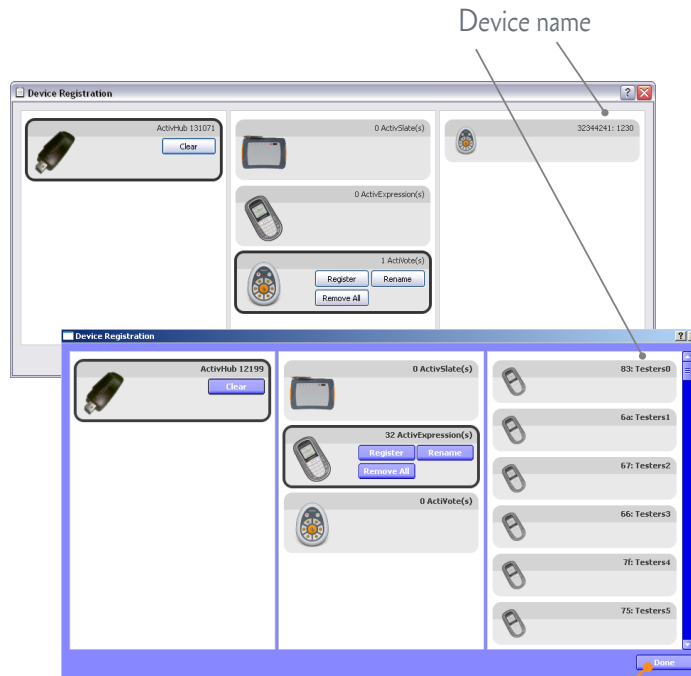


ActivVote

ActiveExpression



As soon as students enter the correct PIN, Device Registration in ActivInspire shows their devices as registered.



You can check the Voting Browser at any time to see the list of devices registered on your ActivHub.

Remember to plug in the ActivHub first.




You can register additional devices as necessary.



Voting

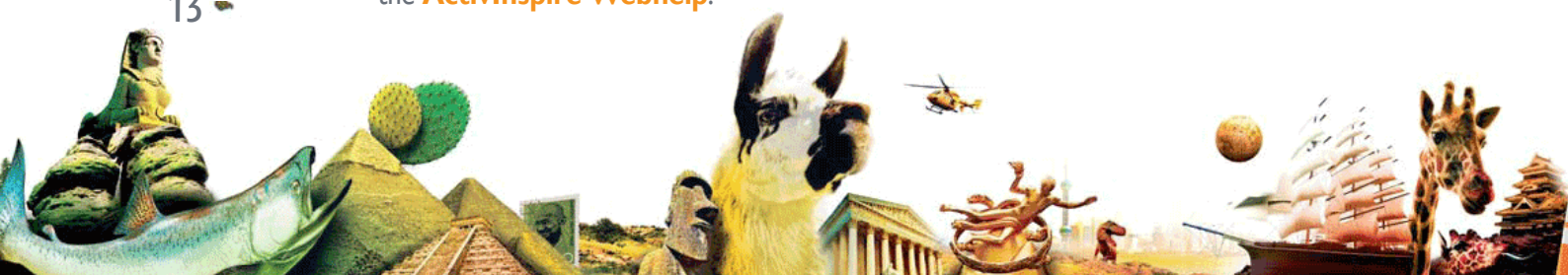
Once your students have registered, they can use their devices to answer questions.

There are three types of voting session. The table indicates which device types are suitable for each session.

| Session | Device Type | Description |
|----------------------|---|---|
| ExpressPoll |  | Learners answer a quick or ad hoc question. You can hold an ExpressPoll at any time, even when there is no flipchart open. For multiple choice questions, ActivExpression devices can send multiple responses to a single question. ActivVote devices can send one response. |
| Prepared Questions |  | Learners answer prepared questions. You can insert one question and an optional follow-on question into each flipchart page. Questions appear on the flipchart page. All learners answer the same question at the same time. |
| Self-Paced Questions |  | Prepared questions are sent to each learners' device one question at a time. Each learner works through the question set at their own pace. |

Each type of voting session is briefly illustrated in the following sections. Then we show you how the voting results could appear in ActivInspire.

For more information about voting sessions, and how to prepare question pages, see the [ActivInspire Webhelp](#).

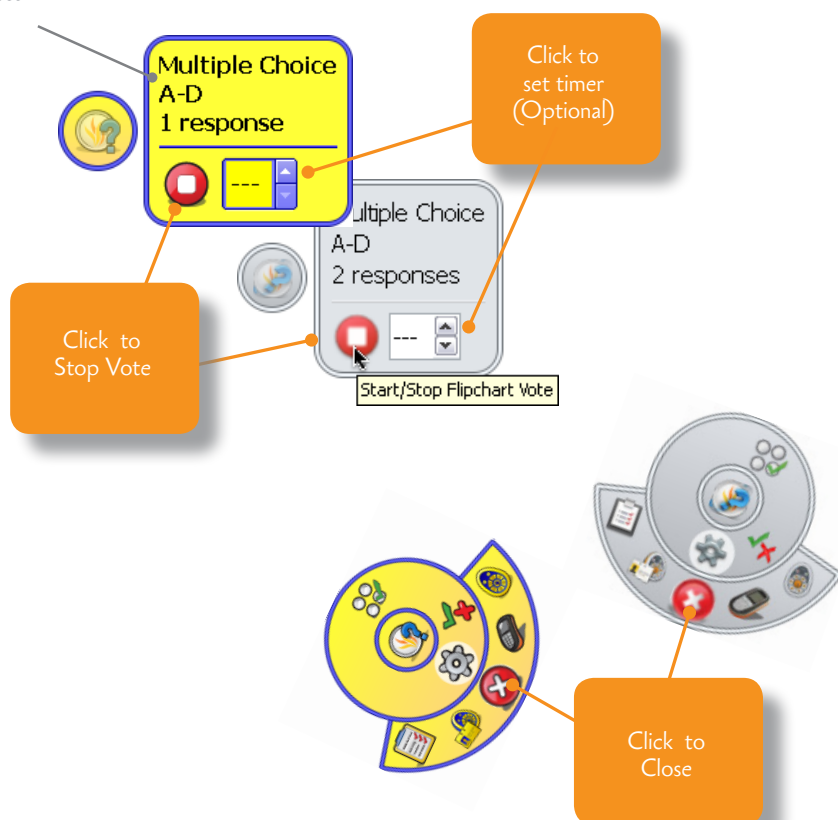


ActivInspire

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Type of question and number of possible responses



For more detailed information about using ExpressPoll, see the topic **Quick questions** and **ExpressPoll** in the **ActivInspire Webhelp**.



Prepared questions

ActivInspire

Use the Question Wizard in ActivInspire to prepare your own question pages in advance. From the Main Menu select **Insert > Question**.

Choose a question type:

Multiple Choice

Sort In Order

**Yes/No
True/False**

Likert Scale

Text Entry

Number Entry

Choose
insertion
point

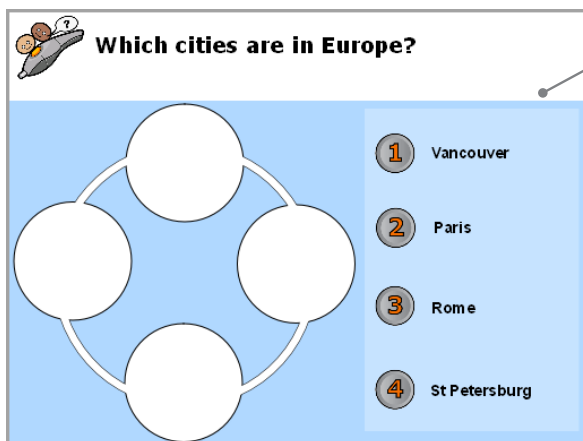
Choose
from
available
options

Choose
question
template

Customise
it



To ask a prepared question in class:



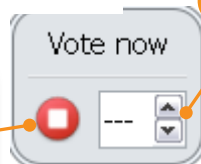
Navigate to a flipchart page that contains a prepared question

Click to Start Vote

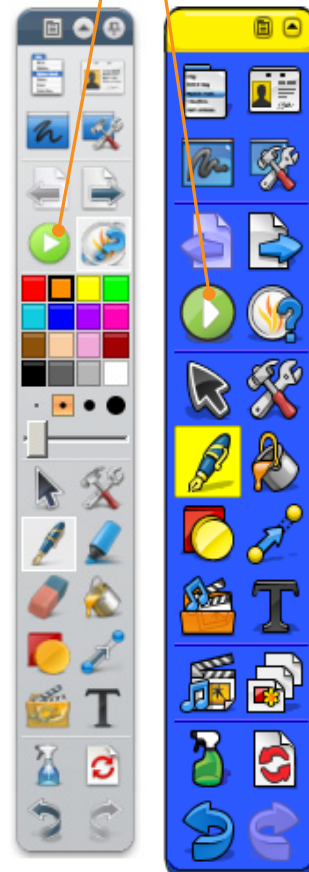


Click to set timer (optional)

Click to Stop Vote



For more detailed information, see the topic **Prepared questions - Using the Question Wizard** in the **ActivInspire Webhelp**.



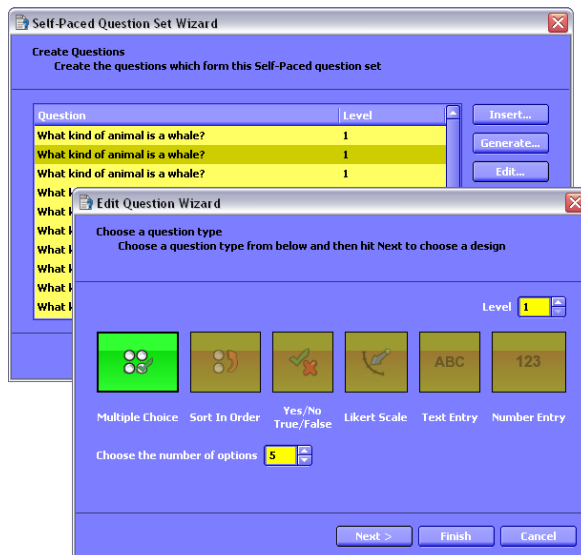
Self-Paced Questions

ActivInspire

Unlike prepared questions, where all learners respond at the same time, Self-Paced Question Sets allow learners to progress at their own pace. During a voting session, questions are not displayed on the flipchart page. Instead, learners receive and read each question on their ActivExpression devices. You prepare question sets with the Self-Paced Question Wizard which takes you through creating, editing and deleting questions.

You can:

- Choose how many questions to include in a question set.
- Group questions in sets of up to 9 levels of difficulty.
- Choose how many questions each learner must answer correctly before they can progress to the next level.
- Shuffle questions to change their order, or randomise questions, so that each learner receives all questions in a different order from the others.
- Auto-generate basic numeracy questions with the Question Generator.



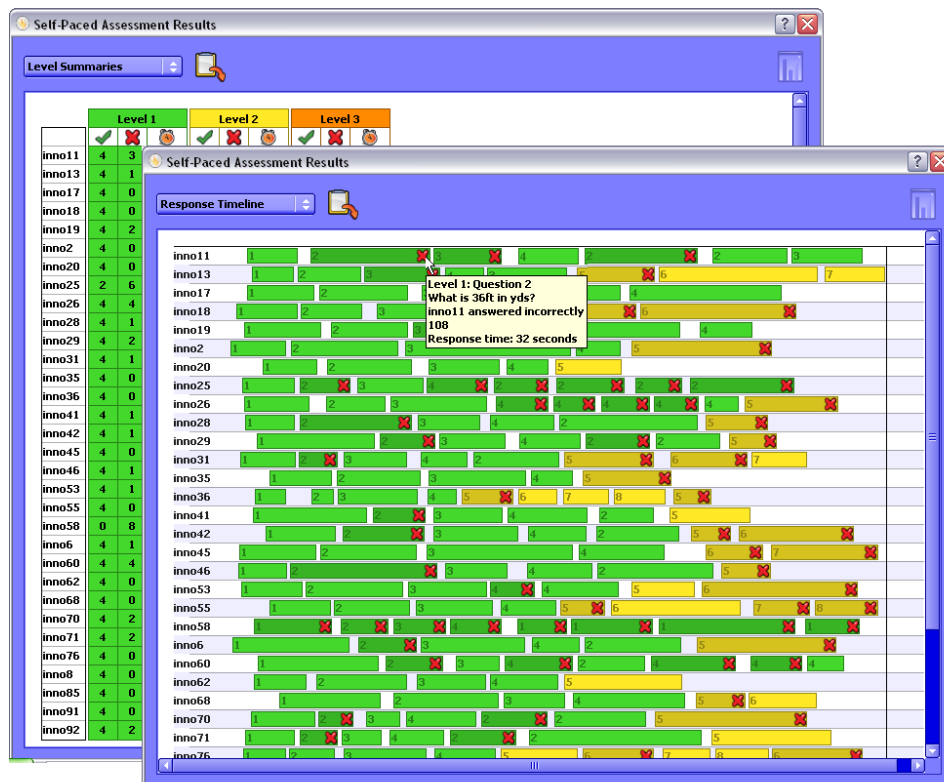
ActivExpression



ActivInspire

Each response is displayed in ActivInspire as soon as it has been sent, and you can choose from several report formats.

ActiveExpression



For more detailed information on the wizard, and on how to create and use question sets, see the topic **Self-Paced Question Sets** in the **ActivInspire Webhelp**.



Voting Results

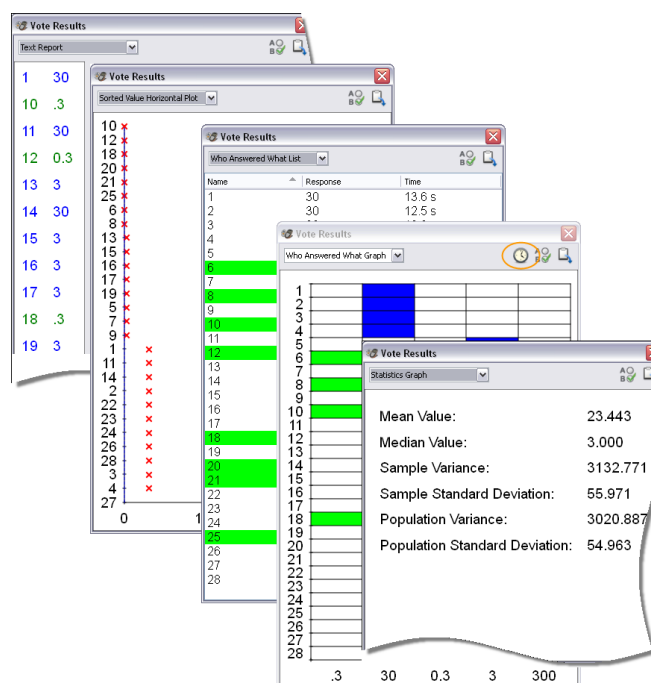
ActivInspire

Voting results are displayed in pop-up windows in ActivInspire.

You can:

- Display results in different formats
- Paste results into your flipchart
- Identify correct answers

- Access results later with the Results Browser
- Export results from ExpressPoll and Prepared Questions to Microsoft Excel *



* From ActivInspire 1.4 onwards, you can also export Self-Paced Question Set results.

For details, see [Exporting files](#) in the [ActivInspire Webhelp](#).

For more detailed information on voting results and how to display and interpret them, see the topics under [Learner Response Systems](#) in the [ActivInspire Webhelp](#).



More info

ActivInspire Webhelp

For detailed information about ActivInspire, voting sessions, and how to prepare question pages, see the ActivInspire Webhelp provided with the software.

Launch ActivInspire and select **Help > Contents** or press **F1** (Windows and Linux).

Promethean Planet

Promethean Planet is the fastest growing online community for interactive whiteboard users.

- Download over 18,000 FREE lesson resources.
- Download the latest ActivInspire software.
- View ActivTips, Teacher Features and access ActivLearning training materials.
- Connect with over 500,000 teachers worldwide and share your ideas and advice.
- Find out about the latest research into teaching and learning from educational experts around the world.
- Access hundreds of publisher created resources in the Planet Store from Publishers such as National Geographic, Dorling Kindersley and Scholastic.

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ActivLearning

To take advantage of our FREE online training courses, go to:

<http://learning.prometheanplanet.com>

Technical Support

For online support, self-help solutions and further support contact information, please visit the Promethean Knowledgebase at:

www.prometheankb.com



Compliance Statements for the ActiVote, ActiExpression and ActiHub

United States of America

These devices comply with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. These devices may not cause harmful interference.
2. These devices must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment.

For non-intentional radio parts, this equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Canada

These devices comply with RSS-210 of Industry Canada and are subject to the following two conditions:

1. These devices may not cause harmful interference.
2. These devices must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment. This Class B digital apparatus complies with Canadian ICES-003.

Europe

Declaration of Conformity

Promethean hereby declare that the devices are in compliance with the essential requirements of the RTTE directive 1999/5/EC. Please contact Promethean for a copy of the Declaration of Conformity if required.

Radio Interface

The radio interface on these products is intended for use with other Promethean radio devices for operation in the following countries:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom

Waste Electrical and Electronic Equipment (WEEE)

For more information concerning the correct disposal of these products, please contact your Promethean reseller.



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